

BRIGADE STAFF MANUAL



THIRD BRIGADE
STARFLEET MARINE CORPS

ICONS

This manual is published by the Third Brigade of the STARFLEET Marine Corps (SFMC).

OPERATIONS

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MEMORY

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DATA

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SCAN

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SYSTEM

Pronoun Disclaimer

In this manual, "he," "him," and "his" are used following the standard English language grammatical convention to use these forms for gender-nonspecific pronouns. No sexist bias is intended. The convention is used merely for ease of writing and reading. There have been and hopefully always will be plenty of female members in the SFMC and the Third Brigade, and no slight to them is intended.

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Third Brigade: The Dogs of War, SFMC

BRIGADE STAFF MANUAL

The Third Brigade (3BDE) is a division of the STARFLEET Marine Corps (SFMC), which is, in turn, a segment of STARFLEET, the International Star Trek Fan Association, Inc. (SFI). This manual is intended to supplement and aid in the enjoyment and organization of the Third Brigade.

THE THIRD BRIGADE MEMBERSHIP

SFI and the SFMC have determined that the Third Brigade will consist of those members and units located within Texas and Louisiana. Any member of a unit located in the Third Brigade is likewise a member of the Third Brigade.

BRIGADE STRUCTURE

Currently, Third Brigade contains two Battalions:

First Battalion (1BN) – Encompassing all units and members from the state of Louisiana.

Second Battalion (2BN) – Encompassing all units and members from the state of Texas.

The Third Brigade is comprised of units numbering from 300-349.

BRIGADE STAFF

The Brigade staff is in place to facilitate the organization and enjoyment of all members of Third Brigade, and conduct the day-to-day operations of the Third Brigade. In addition the Brigade staff will develop policies and procedures that are deemed necessary by the Third Brigade, the SFMC and SFI. The senior staff [BDE Officer-In-Charge (OIC), BDE Deputy Officer-In-Charge (DOIC), the Chief Of Staff (if there is one), BDE Sergeant Major (BDE SGM), S1, S2, S3, S4, S6, Finance Manager (FM), and BN OICs] is required to submit articles for the bi-monthly *Cry Havoc!* Newsletter, detailing the activities and updates of their work. Brigade Staff shall utilize the brigade staff e-mail list to coordinate their activities, and monitor that list for guidance and instructions from the Brigade OIC. All Brigade Staff must be readily reachable through e-mail, phone, and online meeting tools (as directed by the BDE OIC). All Brigade staff members are appointed by the Brigade OIC and serve at the OIC's pleasure.

BRIGADE OFFICER-IN-CHARGE (OIC)

In accordance with SFMC Policy manual, Section 3.06, page 18, the brigade OIC is appointed by, and serves at the pleasure of Commander, Forces Command (COFORCECOM). Brigade OICs are in position to make the flow of information from the single Marine to the Commandant work smoothly. Therefore, it is the primary duty of the Brigade OIC to collect and compile the information included in the Unit reports. The Brigade OIC appoints Battalion (BN) OICs and all Brigade staff as needed. The Brigade OIC should collect the reports either from the MSG OICs or the BN OICs and edit and compile the information into the proper format for the Brigade report.

Brigade Reports are due to COFORCECOM by the 21st of each even numbered month (February, April, June, August, October and December). It is recommended that the online report form be used to file reports for all reporting levels, but other methods will be accepted as long as the COFORCECOM has been informed of the desire to use alternate methods, and has agreed.

Recommended Courses: OTS, OCC, PD-100, PD-120, PD-135, PD-201, PD-205, PD-301, LD-100, LD-201, LD-301, NCO-100, NCO-201, AE-100, AR-100, CE-100, IN-100, IN-151, IN-152, IN-201, MO-100, ME-100, MD-100, SO-100, SU-100



BRIGADE DEPUTY OFFICER-IN-CHARGE (DOIC)

The Brigade DOIC is a backup to the OIC, and should be kept informed as to the running of the Brigade. If for any reason the OIC is unable to perform the duties assigned to the position, the DOIC should be prepared to step in to ensure the smooth running of the Brigade. The DOIC should receive copies of all reports and decisions of the OIC. If the OIC resigns or for another reason is no longer able to perform the duties of the office, the DOIC may be asked by COFORCECOM to step in as Acting OIC until such time as the office of OIC can be filled. The DOIC may submit an application for OIC if he so desires, but will not necessarily be selected to fill the position permanently.

Brigade DOICs are appointed by the Brigade OIC to assist in the everyday running of the Brigade. Basically he performs any job given to him by the BDE OIC. The most important reason to appoint a DOIC is to perform the tasks of the BDE OIC when it is necessary that he be out of office temporarily. This will help avoid late or delinquent reports to COFORCECOM.

Additionally, the Brigade DOIC serves as the Chief of Staff (C-of-S), unless another individual is appointed to that position specifically. The Chief of Staff's main task is to manage the Brigade staff and its workload to ensure proper communication and efficiency of the staff as a whole. He shall be the focal point to resolve any issues within Brigade staff. He will perform, or delegate, specific duties as instructed by the BDE OIC.

Recommended Courses: OTS, OCC, PD-100, PD-120, PD-135, PD-201, PD-205, PD-301, LD-100, LD-201, LD-301, NCO-100, NCO-201, AE-100, AR-100, CE-100, IN-100, IN-151, IN-152, IN-201, MO-100, ME-100, MD-100, SO-100, SU-100

COORDINATING STAFF

Coordinating Staff serve as directors of their specific areas of responsibility, and must coordinate with each other, as well as the C-of-S and Brigade OIC to carry on the day to day functioning of the Brigade.

BRIGADE S1 – ADMINISTRATION AND PERSONNEL OFFICER

The S1 oversees and aids in MSG/MEU level units reporting, tracking reporting trends and late reports. He will assist Unit OICs as requested. The S1 shall also be record keeper for all Brigade meetings, as well as keeping operating documents (such as this manual and staff contact list) up to date. Additionally the S1 serves as the personnel officer, helping the OIC to manage awards and promotion recommendations, and tracking unit heraldry.

In the months leading up to Brigade Muster, the S1 will form an Awards Committee. This committee will review award nominations (as entered using the online form at <http://www.sfi-sfmc.org>) and comment on them to the S1. The S1 will review these comments as well as the award nominations and forward his recommendations for each award to the Brigade OIC. This process needs to be complete early enough to allow the Brigade OIC to make his final decision, and to have award certificates produced.

As members of Marine Expeditionary Units (MEUs) are not members of local chapters, these members are promoted by the Regional Coordinator. The Third Brigade will, if such members wish, assist these members by endorsing promotion requests. The process is as follows: The leadership and members of each MEU will forward their promotion requests to the Brigade S1, at S1@3BDE.org. Requests should include time-in-grade of the nominee, as well as other considerations the nominator feels important. The S1 will forward this recommendation along with his comments to the BDE OIC. The BDE OIC will also comment, and forward the recommendation (with both comments) to the Regional Coordinator.

Recommended Courses: OTS, PD-100, PD-120, PD-135, PD-201, PD-205, LD-100, LD-201, NCO-100, NCO-201, AE-100, AR-100, CE-100, IN-100, IN-151, IN-152, IN-201, MO-100, ME-100, MD-100, SO-100, SU-100

BRIGADE S2 –INTELLIGENCE OFFICER

The Intelligence Officer is responsible for planning, coordinating, and running the Brigade's Role-play activities. This includes maintaining the online activities of the RP system, sending tasks to, and receiving reports from, participating units.

Recommended Courses: OTS, PD-100, PD-120, PD-135, PD-201, PD-205, LD-100, LD-201, NCO-100, NCO-201, AE-100, AR-100, CE-100, IN-100, IN-151, IN-152, IN-201, MO-100, ME-100, MD-100, SO-100, SU-100, XB-101, XJ-101, XK-101, XK-111, XK-121, XR-101

BRIGADE S3 –OPERATIONS OFFICER

The Operations officer is responsible for planning and coordinating all SFI and SFMC events affecting the Brigade. This includes the Brigade Muster, coordination with Region staff concerning the Region Summit, as well as events, communications, and relations with other Brigades and Regions.

Recommended Courses: OTS, PD-100, PD-120, PD-135, PD-201, PD-205, LD-100, LD-201, NCO-100, NCO-201, AE-100, AR-100, CE-100, IN-100, IN-151, IN-152, IN-201, MO-100, ME-100, MD-100, SO-100, SU-100

BRIGADE S4 –LOGISTICS AND SUPPLY OFFICER

The Logistics officer is Quartermaster for the Brigade. He shall administer all Brigade stores, online and otherwise, as directed by the BDE OIC. He shall be responsible for maintaining accurate information on the sales and inventory of Brigade merchandise, and the S4 will work with the Brigade Finance Manager in all handling and accountability of Brigade moneys.

Recommended Courses: OTS, PD-100, PD-120, PD-135, PD-201, PD-205, LD-100, LD-201, NCO-100, NCO-201, AE-100, AR-100, CE-100, IN-100, IN-151, IN-152, IN-201, MO-100, ME-100, MD-100, SO-100, SU-100

BRIGADE S6 –COMMUNICATIONS/IT OFFICER

The S6 is responsible for overseeing the timely publication of the Brigade bi-monthly newsletter, the "*Cry Havoc!*" and seeing that it is available on the Brigade website. Additionally the S6 is responsible for maintaining the Brigade website, e-mail lists, and any other IT requirements. The S6 can delegate these responsibilities further.

Recommended Courses: OTS, PD-100, PD-201, OD-100, OD-151, OD-201, and OD-251.

S6-IT-IT INFRASTRUCTURE

The S6-IT is responsible for maintaining the Brigade website, Facebook and any other web presence, as well as the e-mail lists. Additionally he will serve to advise on any other IT requirements the Brigade may need.

Recommended Courses: OTS, PD-100, PD-201, OD-100, OD-151, OD-201, and OD-251.

S6-CH-CRY HAVOC! EDITOR

The *Cry Havoc!* Editor is responsible for collecting articles from Brigade Staff, Unit OIC's and Brigade members and compiling them into a bi-monthly newsletter – the *Cry Havoc!* All articles are due to the S6-CH by the 5th of every odd numbered month so that the *Cry Havoc!* can be published by the 20th of that month. He is responsible for the layout and organization of the *Cry Havoc!*, and is charged to work with the S6-IT to ensure it is published on the Brigade website as needed.

Recommended Courses: OTS, PD-100, PD-201, OD-100, OD-151, OD-201, and OD-251

SPECIAL STAFF

Special Staff report directly to the Brigade OIC, and handle specific areas in which they are expert on the subject matter. They will coordinate with other staff as needed or directed.

FINANCE MANAGER (FM)

The FM assists the BDE OIC with all the Third Brigade finances, is responsible for creating and maintaining a record of the financial transactions of the Third Brigade, and shall submit timely reports to the Brigade OIC, COFINCOM, and the Brigade Staff as requested. FM is responsible for preparing a quarterly report on the current fiscal state of the Brigade, and for shorter, bi-monthly submissions to the *Cry Havoc!*. He shall work closely with the S4 on all aspects concerning the Brigade's finances resulting from sales.

Recommended Courses: OTS, PD-100, PD-120, PD-201, IN-100, LD-100, OD-100, OD-151, SU-100, SU-201, SU-230, SU-301

BRIGADE SERGEANT MAJOR (BDE SGM)

The Sergeant Major is responsible for promoting communication to the BDE OIC and staff from the enlisted members of the Brigade. The Sergeant Major also serves as the Brigade's Honor Guard Commander. He will coordinate any Color Guard/Honor Guard details as directed, and may delegate someone to actually lead the Color Guard or Honor Guard at Regional Summit or Brigade Muster. He will also ensure adequate training is provided to members performing in Color Guard events, and is charged with inventory and maintenance of Brigade and Region assets assigned to the Color Guard/Honor Guard. Additionally, the Sergeant Major works to establish and promote *esprit de corps* and morale within and among all Brigade units.

Recommended Courses: PD-100, PD-120, PD-135, PD-201, PD-205, LD-100, LD-201, LD-301, NCO-100, NCO-201, NCO-301, AE-100, AR-100, CE-100, IN-100, IN-151, IN-152, IN-201, MO-100, ME-100, MD-100, SO-100, SU-100

BATTALION OIC (BN OIC)

When this position is activated, the BN OICs are charged with preparing the Battalion report. Battalion reports are due into the Brigade OIC the seventh (7th) day of every even numbered month. After the 15th it is recorded as not reporting. The Brigade OIC is required to make an attempt to acquire the report before recording it as a failure to report (FTR) and must keep proof of this attempt. If the Brigade OIC does not receive the report before his own reporting deadline the Battalion will be recorded as "Failure to Report."

Recommended Courses: OTS, OCC, PD-100, PD-120, PD-135, PD-201, PD-205, LD-100, LD-201, NCO-100, NCO-201, IN-100, IN-151, IN-152, IN-201

BATTALION DOIC (BN DOIC)

The BN DOIC is charged with aiding the BN OIC as needed and taking over in any case the BN OIC is unavailable. He will work with the BN OIC to ensure proper reporting of the battalion and its subordinate units.

Recommended Courses: OTS, OCC, PD-100, PD-120, PD-135, PD-201, PD-205, LD-100, LD-201, NCO-100, NCO-201, IN-100, IN-151, IN-152, IN-201

PERSONAL STAFF

Personal Staff report directly to and assist the Brigade OIC. They do not have coordinating responsibilities, nor are they generally tasked with the regular running of the Brigade. They assist the Brigade OIC, as needed, within their specific area of expertise.

AIDE-DE-CAMP (ADC)

The Aide-de-camp is appointed by the Brigade OIC to assist them with any duties or projects that may come up. He is the personal assistant to the Brigade OIC.

Recommended Courses: OTS, PD-100, PD-201, OD-100, and OD-151.

OTHER POSITIONS

The Brigade OIC may, at his discretion, create other positions for his personal staff, including Brigade Chaplain, or Brigade Drill Instructor. These positions are optional, and are activated – and deactivated -- at the discretion of the Brigade OIC.

BRIGADE STAFF MEETINGS

Meetings shall be held every odd numbered month, either on the first Tuesday of the month or at such time and date as the Brigade Staff find convenient. Meetings may be held via an online meeting service (for example, Skype or Google Hangouts) starting at a time agreed upon by the Staff. The BDE OIC and his senior staff (S1, S2, S3, S4, S6, FM, BN OICs (if any), BDE SGM and BDE DOIC) are required to attend.

Additional meetings will be announced on the Third Brigade staff list as required.

UNIT OIC

Each Unit OIC must report on the activities of his unit, via the online form, by the first of every even numbered month (February, April, June, August, October, and December). Reports will be counted as non-reporting for anything past the 10th. Unit OICs are appointed by their Chapter Commanding Officers, or for MEUs, as directed by the unit by-laws.

BRIGADE UNIT OIC MAILING LIST

An email list has been created which will include every Unit OIC and Unit DOIC in the Brigade. This mailing list is to provide an easy means of communicating between units and the Brigade staff, to allow improved coordination between units, battalions, and the Brigade. As with all STARFLEET mailing lists, all participants must conduct themselves in a respectful manner. No "flame wars" or "trolling" will be tolerated.

APPENDIX

FORMS AND INFORMATION

Appendix A: *Third Brigade New Unit Request*

Type (MEU/MSG): MEU [] MSG []

Unit Number Requested: _____ Battalion: 1BN [] 2BN []

Unit MOS/Type: _____

Unit nickname: _____

Unit Motto: _____

Unit Web page: http://_____

Chapter Assigned: _____

Chapter CO Letter of Approval Date: _____

Unit OIC Information:

Name/Rank: _____

SCC#: _____

Address: _____

Phone Number: _____

Email: _____

Unit DOIC Information

Name/Rank: _____

SCC#: _____

Address: _____

Phone Number: _____

Email: _____

Unit First Sergeant Information

Name/Rank: _____

SCC#: _____

Address: _____

Phone Number: _____

Email: _____

New Unit?: Yes [] or No []

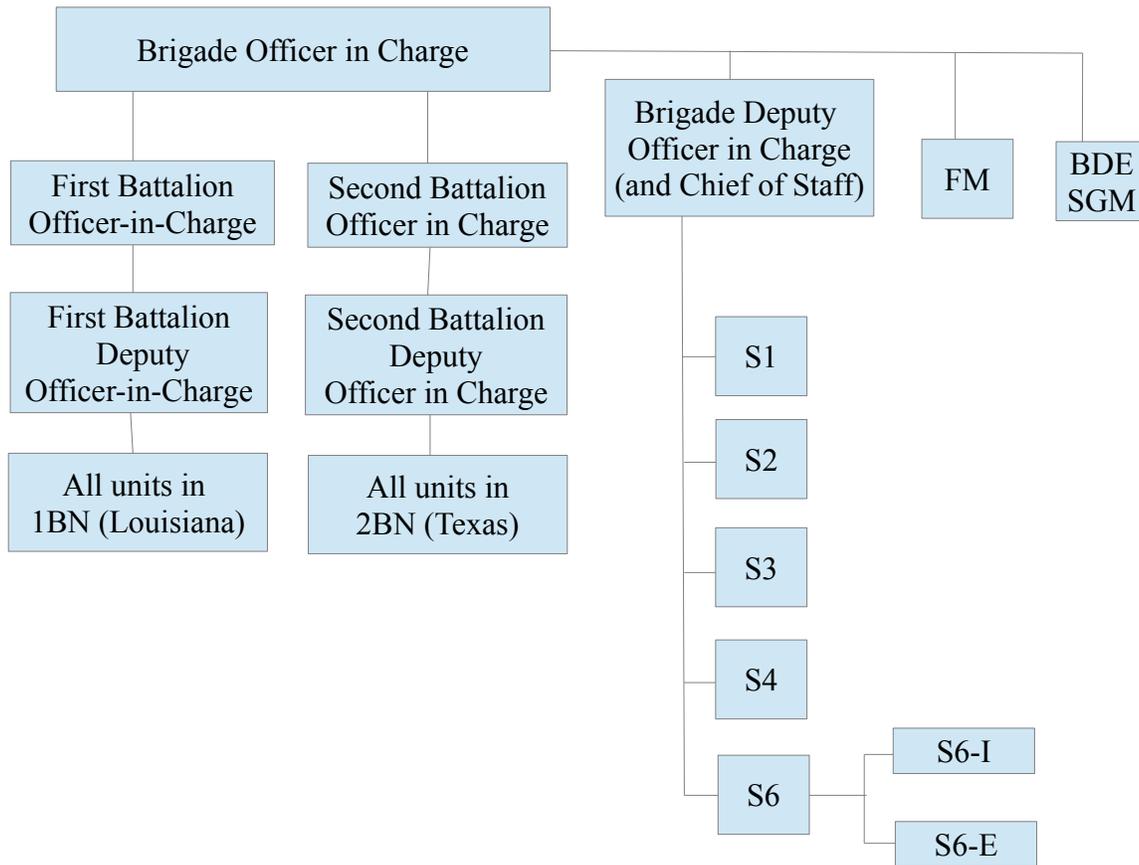
Reactivation Unit: Yes [] or No []

Reason for original deactivation: _____

Brigade Commander Approval: _____ Date: _____

COFORCECOM Approval: _____ Date: _____

Appendix B: *Third Brigade Table of Organization*



Email Addresses

Brigade Officer In Charge:	OIC@3BDE.ORG
Deputy Officer In Charge:	DOIC@3BDE.ORG
S1 (Administration and Personnel):	S1@3BDE.ORG
S2 (Intelligence):	S2@3BDE.ORG
S3 (Operations):	S3@3BDE.ORG
S4 (Logistics and Supply):	S4@3BDE.ORG
S6 (Communications):	S6@3BDE.ORG
S6-IT (IT):	S6-IT@3BDE.ORG
Finance Manager:	FM@3BDE.ORG
Brigade Sergeant Major:	NCOIC@3BDE.ORG
Aide-de-Camp:	ADC@3BDE.ORG